

Welcome!

This tutorial will guide Navy ODs through the steps of managing their NKO Profiles, NKO Messages and Library Setup. These are crucial firsts steps as we transition the Navy Optometry Website to NKO.

When you create a user account on NKO your identity is validated via DEERS. Realize, however that maintaining your contact info on NKO is your responsibility, it does not happen automatically.

❖ Logon to NKO. If you have forgotten your user name or password click the appropriate links for assistance or call the NKO help desk.

❖ If you are not registered with NKO refer to the "New User" section on the NKO login page.

<https://wwwa.nko.navy.mil>

❖ Remember, for technical assistance use the NKO help desk!

877-253-7122 option 2

nln.helpdesk@netc.navy.mil



Welcome to the Sea Warrior Portal

NKO User Name

NKO Password

all lowercase

case sensitive

LOG IN TO NKO

[I forgot my User Name](#) [I forgot my Password](#)

:: New Users

If you have never registered on NKO:

- [View the Registration Tutorial](#)
- [Register as a new user](#)
- [Register as a guest user](#)

:: NKO Login Help

- [I need to change my User Name](#)
- [I need to change my Password](#)
- [Download Security certificate](#)
- [Help & FAQ's](#)

:: Help Desk Contact

COMM: (850) 452-1001, Option 1

DSN: 922-1001, Option 1

Toll Free: (877) 253-7122, Option 2

nln.helpdesk@netc.navy.mil



Welcome To NKO
LCDR Brian Hatch

[Logout](#) | [Manage Profile](#)

Organization & Communities ▼

My Bookmarks

❖ Once on NKO select the “Manage Profile” link

- ❖ Select your Primary Community
- ❖ Enter your current email address
- ❖ Enter your current phone number

Basic User Information

Data Problems? Please follow this guidance.

Username: brian.c.hatch

First Name: Brian

Middle Name: Clair

Last Name: Hatch

Primary Community: Optometry *

Email: brian.c.hatch@us.army.mil

Phone number: 410-436-1002

2nd Phone number: NA

Zipcode: NA

Account Type: Navy - Active Duty

Paygrade: O4

Officer/Enlisted Code: O

Officer Designator: 2305

Warfare Qualification:

[Update My Profile](#)

- ❖ Click here when finished

❖ **Note:** The primary community you select and the other communities you join allows you to customize your personal navigation of NKO it does not reclassify who you are in the BUPERS human resources databases. We prefer that you list Optometry as your primary community to facilitate easier navigation to our page. Ultimately it is your choice.

✦ Pick this community 

es

Development

DATE PROFILE

Basic User Information

Username:

First Name:

Middle Name:

Last Name:

Primary Community:

Email:

UHSU San Diego

OIS

Old Home

ONR

ONR CTTO

ONR FNC

ONR IFO

ONR ONRG-F/F

Operational Logistic Support

Optometry

Ordnance

Organizations & Communities

OTCN

Performance

Performance Improvement

Personal Development

Personal Development

Personnel Readiness Team

Personnel Specialist

Platforms

Optometry

brian.c.hatch@us.army.mil

Unalterable profile data displayed is extracted from official Navy databases. Corrections or updates to the data must be submitted by the member, or their local Personnel Support Detachment (PSD), to the applicable Navy database manager. Use this link for guidance on who to contact for corrections or updates to data displayed on the various NKO screens.

<https://ntmpsweb.ntmps.navy.mil/DataProblems.aspx>

***** Please include your rate/rank, full name, and telephone number when sending email to the NTMPS Support Office. *****

Square your NKO Message handling away now!

When content is added to the NKO Optometry Pages via the Optometry Knowledge Center (NKO Library) you can be sent updates. If you do not check you NKO Message Center regularly you will not be in the loop...UNLESS you change your notification settings to send it directly to the email address specified in your profile...now that's a little more practical right?

N@VY
KNOWLEDGE ONLINE

Welcome To NKO
LCDR Brian Hatch

[Logout](#) | [Manage Profile](#)

MANAGE PROFILE > **MY MESSAGES**

My Messages

Posted On	Global Alerts
1/16/06 8:28 PM	New gear null on page null is now available in community Optometry.
1/16/06 8:28 PM	New gear null on page null is now available in community Optometry.
1/16/06 8:28 PM	New gear Page-Counter on page null is now available in community C
1/16/06 8:28 PM	New gear Page-Counter on page null is now available in community C
1/16/06 8:20 PM	The For Discussions Relevant to Navy Optometry forum was opened f

Posted On	User Targeted Messages
3/2/06 9:16 AM	Library document link from brian.c.hatch link ... view full message
3/2/06 9:16 AM	Library document link from brian.c.hatch link ... view full message
1/11/06 4:58 PM	Library document link from brian.c.hatch link ... view full message
1/11/06 4:58 PM	Library document link from brian.c.hatch link ... view full message

[Manage All Alerts](#) [Change Notification Settings](#)

My Messages

Configure your global alert settings

a gear is added to a page you are a leader of
a gear is removed from a page you are a leader of
another user sends you a link to a library document
another user sends you a link to a portal page
community administrator replies to your feedback

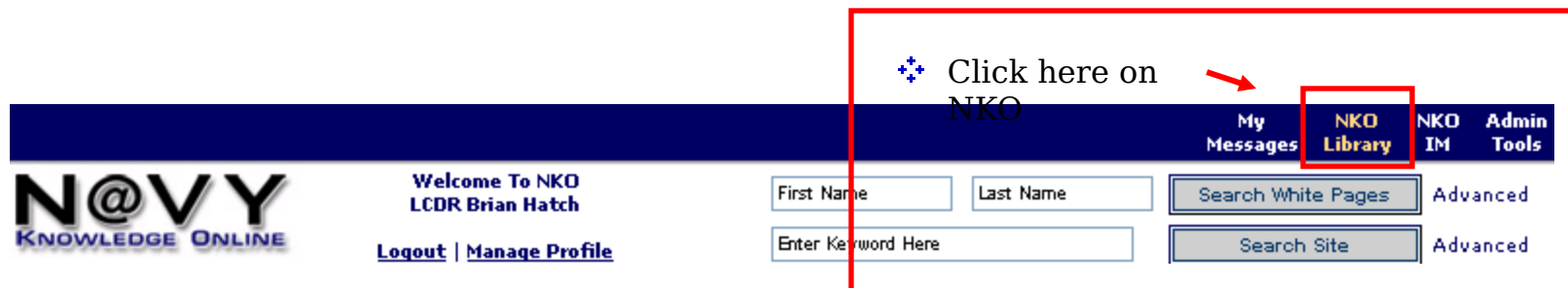
Update

<< Go Back

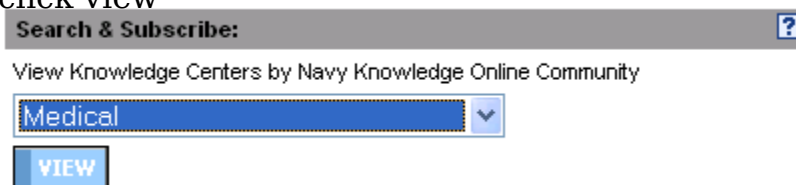
<input checked="" type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Web	<input checked="" type="checkbox"/> Email

✦ Checking Email will ensure that your notifications are sent to the address you specified in your NKO Profile

✦ Checking Web will post the notification in your NKO message center. If you are not accustomed to using your NKO message center then it is recommended that you deselect these boxes and use the Email option.



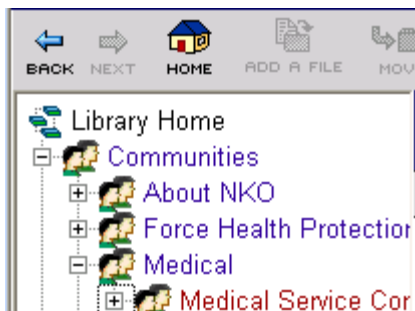
- ✦ Scroll down to Search & Subscribe, select Medical from the dropdown and click view



- ✦ Then select Medical Service Corps in the 'Unsubscribed Communities and Knowledge Centers' section if it does not appear in your 'Subscribed Communities and Knowledge Centers'

- ✦ Click the subscribe button on the library tool bar and follow instructions

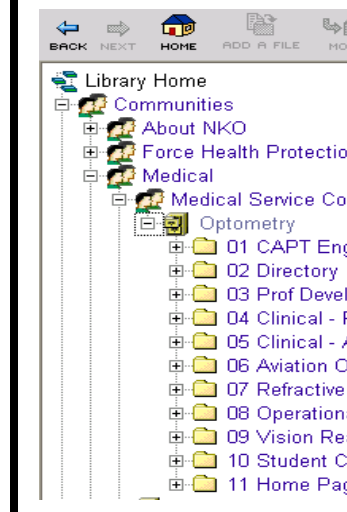




❖ Next, use the expander boxes in the left navigation screen to expand 'Medical' and then click on 'Medical Service Corps'

❖ Select Optometry in the 'Unsubscribed Communities and Knowledge Centers' if it does not appear in your 'Subscribed Communities and Knowledge Centers'

❖ Then click the subscribe button on the library tool bar and follow instructions



❖ Once properly subscribed you should be able to expand your view to this folder and view content



Summary

This tutorial has presented the basic steps to:

- Maintain your NKO Profile
- Manage your NKO Messages
- NKO Library Setup
- Remember the NKO Helpdesk is there to help - 877-253-7122 option 2
nln.helpdesk@netc.navy.mil